

Management/Confidential Employee

Performance Compensation Plan

September 2009 through August 2010

Management/Confidential Employee Performance Compensation Plan

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Section 1. Introduction

1.1 Purpose of the Plan

This plan sets forth the compensation-related personnel policies applicable to the City's management and confidential employees.

1.2 Preparation of the Plan

The City Manager shall be responsible for the preparation of the plan. The City of Pleasanton reserves the right to make changes to the plan at the discretion of the City Manager. The City Manager shall submit the plan to the City Council for its approval.

Section 2. Management and Confidential Classifications

The management and confidential classifications covered by this compensation plan are listed in Appendices A and B, *Management Control Points and Confidential Control Points*, respectively. All classifications covered by this compensation plan are employed on an "at will" basis and serve at the pleasure of the City Manager.

Section 3. Salaries

3.1 Plan Effective Date

Effective the first full pay period of September 2008 the control points for all management and confidential classifications are as reflected in Appendix A and Appendix B.

The administration of management and confidential salaries shall be in accordance with the provisions of the *Management and Confidential Base Salary Plan* attached as Appendix C.

3.2 Salary Setting Promotion

When a management or confidential employee is promoted, he/she shall be assigned a salary within the new classification salary grade that is at least five percent above the salary held in the former classification. For purposes of setting salaries, incentive

pay the employee received in the former classification, but lost at the time of promotion to the new class, will be considered when calculating the minimum five percent increase.

3.3 Performance Based Compensation

Notwithstanding other sections of this Plan, the City Manager may approve any or all of the following:

- An individual merit increase consistent with the *Management and Confidential Base Salary Plan* attached as Appendix C.
- Upon the recommendation of the employee's Department Head, up to three additional administrative leave days may be granted for a maximum of 10 per year for management employees who devote substantially more time during the previous year to fulfill his/her duties than was anticipated, or in recognition of significant service related to program management, organizational efficiencies and cost savings.
- Granting a bonus in recognition of a management or confidential employee's specific accomplishments demonstrating exceptional and significant leadership or management related to:
 - Completing a significant community or organizational project or program;
 - Completing a major organizational change resulting in significant cost savings;
or
 - Completing a significant improvement to customer service benefiting the community or the organization.

To be granted a bonus the employee's leadership or management must be beyond the high expectations of the management staff and be for a project/program that was substantially completed during the past year. All bonuses granted shall be in the form of a one-time payment. The total of all bonuses granted shall not exceed \$75,000 annually. Administration of the bonus program is included as Appendix F.

Section 4. Special Compensation

4.1 Overtime - Confidential Employees

Confidential employees assigned by their supervisor to work beyond the hours of their regular work day shall be entitled to overtime compensation for all hours so worked, provided, however, that the overtime rate shall be computed at one-and-one-half times the employee's regular rate of pay as calculated to the nearest minute. Confidential employees may be compensated for overtime worked either by monetary payment or by compensatory time off, at the option of the employee. Compensatory time shall accrue at the rate of one-and-one-half times the overtime hours worked.

Compensatory time off which accrues in excess of 50 hours must be liquidated by monetary payment. All monetary payments for overtime must be paid no later than the next biweekly payroll following the pay period in which the overtime was worked. Utilization of compensatory time off shall be by mutual agreement between the department head or his/her designee and the employee. Upon separation of employment, the employee shall be paid for his/her unused compensatory time.

Once a year, confidential employees may be paid for all accrued compensatory time. Said payments shall be made on the first payday in December. Written requests for payment must be made by the employee 15 days in advance of the first payday in December.

Part-time employees working less than eight hours in a day shall not be compensated for overtime or compensatory time off unless said employee exceeds 40 hours in a workweek.

4.2 Work On A Holiday

In addition to their regular compensation, management employees assigned by their supervisor to work on a holiday date listed in Section 7.1(1) shall have their administrative leave entitlement credited twelve (12) hours (one and one half times an 8 hour work day). This provision does not apply to Fire Chief, Deputy Chief and Battalion Chief classifications. See Appendix D for policies applicable to Fire personnel.

Confidential employees assigned by their supervisor to work on a holiday shall be compensated for the holiday hours worked. Compensation shall be made either by monetary payment equal to twice that compensation established for regular time or by equivalent time off. The method of compensation shall be determined by the supervisor.

4.3 Temporary Assignment

Employees assigned additional significant or complex duties may receive compensation on a temporary basis of up to 10% percent above their hourly wage upon the recommendation of the Department Head and approval by the City Manager. The Department Head will use discretion and judgment in recommending employee temporary pay, balancing the need for development and experience with the operational needs of the Department.

Section 5. Health and Welfare – Also see appendix

5.1 Medical Insurance - Active Employees

The City will provide up to three health plans to employees and their eligible dependents: Kaiser, a non-Kaiser Health Maintenance Organization (HMO) and/or a point of service plan. The maximum monthly City contribution toward the premiums of the health plan selected by the employee shall not exceed the premium for the Kaiser active employee Health Plan at family coverage.

Effective July 1, 2009, the City will contribute a monthly amount for each employee no greater than the lowest cost HMO family rate offered.

Effective July 1, 2010, the City will pay for any increase in the medical plan premiums up to a maximum of 15% of the lowest cost HMO family rate. Any increase above 15% will be deducted from the employee's paycheck on a pre-tax basis. In the event the medical premium increase is less than 15%, the City's sole obligation is to pay the lower percentage increase.

The City reserves the right to make changes to the medical plan designs.

5.2 Medical Insurance – Retirees

Eligibility

Management and confidential employees who retire from the City of Pleasanton and are eligible for CALPERS retirement are eligible for a retiree medical benefit. Part-time management and confidential employees may receive prorated retiree medical benefits based on years of service and part-time employment status.

Management or confidential employees who retire from CALPERS, rescind their retirement and accept employment with another CALPERS agency forfeit retiree medical insurance eligibility.

Prior Service

Managers hired prior to January 1, 2009 who work a minimum of five years as a full-time manager with the City of Pleasanton are eligible to count prior years of service completed with another PERS municipal agency toward service requirements for retiree medical benefits. Employees hired before January 1, 2009 who promote to management positions may count prior years of service completed with another PERS municipal agency for the retiree medical benefit.

Full-time managers hired after January 1, 2009, and have worked a minimum of five years, are eligible for retiree medical insurance benefits for City of Pleasanton years of service only.

The total years of PERS service will be evidenced by the "Years of Service Credit" category indicated on the PERS annual member statement or validated by PERS at the time of retirement.

Early Retirees (under age 65)

For management and confidential employees hired before January 1, 2009 who retired before July 1, 2009, the City shall pay for each year of service 4% of the monthly premium for the employee and one dependent of the City's current Kaiser early retiree (under age 65) health plan rate.

For management and confidential employees hired before January 1, 2009, who retire on or after July 1, 2009, the City shall pay four percent (4%) of the monthly premium for each year of service for the employee and one dependent at lowest cost HMO premium rate.

For management and confidential employees hired after January 1, 2009 who retire thereafter, the City shall pay four percent (4%) for each year of service at the single plan rate for the lowest cost HMO premium until age 65 at which time the City's contribution toward the medical premium shall cease. Beginning with 10 years of service the formula accelerates as illustrated below:

<u>Years of Service</u>	<u>City's Contribution</u>
10	75%
15	80%
20	90%
25	100%

Early Retirees with Disability

For all management and confidential employees who retired on a disability retirement prior to July 1, 2009, the City shall pay a percentage of the monthly premium for employee and one dependent of the City's current Kaiser early retiree health plan coverage in accordance with the schedule set forth below.

For all management and confidential employees who retire on a disability retirement on or after July 1, 2009, and were hired prior to January 1, 2009, the City shall pay a percentage of the monthly premium of the City's lowest cost HMO health coverage in accordance with the schedule set forth below.

For all employees who retire on a disability retirement on or after July 1, 2009, and were hired on or after January 1, 2009, the City shall pay a percentage of the monthly premium of the lowest cost HMO at the single rate in accordance with the schedule set forth below until eligible for Medicare, at which time the contribution toward the medical premium shall cease.

<u>Years of Service</u>	<u>City's Contribution</u>
10	20%
11	25%
12	30%
13	35%
14	40%
15	45%
16	48%
17	51%
18	54%
19	57%
20	80%
21	84%
22	88%
23	92%
24	96%
25 + years of service	100%

Retirees Medicare Eligible

All retirees eligible for Medicare are required to apply for Medicare benefits when eligible to remain on the City's group health plans. Upon qualifying for and receiving Parts A and B of Medicare, the City shall enroll the qualifying employee in the appropriate retiree health plan.

For management and confidential employees hired before January 1, 2009, who retired before July 1, 2009, the City shall pay the monthly premium for the employee and one dependent at the Kaiser Senior Advantage Medicare rate based on a formula of 4% for each year of service up to 10 years of service, at which time the benefit will be paid in accordance with the schedules set forth on pages 7 and 8 herein.

For management and confidential employees hired before January 1, 2009, who retire on or after July 1, 2009, the City shall pay 4% of the monthly premium for the employee and one dependent at lowest cost Medicare HMO premium based on a

formula of 4% for each year of service up to 10 years of service, at which time the benefit will be paid in accordance with the schedules set forth on pages 7 and 8 herein.

Medicare eligible management and confidential employees hired after January 1, 2009 are not eligible for City provided retiree health benefits.

City Contribution for Retirees

Effective July 1st of each year, the monthly contribution paid by the City for medical premiums shall be adjusted by the same dollar amount as is provided to active employees. The 15% cap on medical premium increases as set forth in Section 5.1 shall apply to those who retire on or after July 1, 2010.

In the case where the eligible employee is or becomes deceased, the amount the City is obligated to pay shall be reduced by one-half. If the surviving spouse remarries, the obligation by the City shall terminate.

In the event that a retiree must obtain medical coverage through a plan not offered through the City of Pleasanton, the City will reimburse the retiree up to the amount outlined in Section 5.2, but in no event shall the City be obligated to reimburse the retiree more than the amount the retiree has actually spent. Retirees must supply proof of coverage and proof of payment in order to be reimbursed.

5.3 Dental Insurance

The City at its expense shall provide management and confidential employees and their eligible dependents enrollment in a City-sponsored dental plan. Plan benefits shall include a maximum lifetime orthodontia benefit of \$2,000 per person and benefit maximums of \$2,000 per person per calendar year.

5.4 Life Insurance

For the purpose of providing life and accidental death and dismemberment insurance to management and confidential employees, the City shall provide at its expense coverage equal to twice the employee's annual salary to a maximum benefit of

\$100,000.

5.5 Short-Term/Long-Term Disability Insurance

Effective January 1, 2008, the City shall provide short-term/long-term disability insurance coverage at the employee's expense for management employees and at the City's expense for confidential employees. There is a 14-day waiting period for short-term disability and a six month waiting period for long-term disability.

Effective January 1, 2010, the maximum monthly benefit will be \$10,000 for Management and \$6,500 for Confidential Employees.

5.6 Vision Care

Management and confidential employees and their eligible dependents enrolled in either of the City's non-Kaiser health plans shall be enrolled in the City's Vision Care plan. The premium for the Vision Care plan for both the employee and eligible dependents shall be paid by the City. The premium paid by the City for regular part-time management and confidential employees shall be prorated.

Section 6. Leaves

6.1(1) Observed Holidays

Annual observed holidays are as follows:

- A. January 1st
- B. The third Monday in January, known as "Martin Luther King Day"
- C. The third Monday in February, known as "Presidents Day"
- D. The last Monday in May, known as "Memorial Day"
- E. July 4th
- F. The first Monday in September, known as "Labor Day"
- G. November 11th
- H. Thanksgiving Day
- I. The Friday following Thanksgiving Day
- J. December 24th

K. December 25th

See Appendix D for policies applicable to fire personnel.

6.1(2) Holidays Falling on Saturday, Sunday or Scheduled Day Off

When a holiday falls on a Sunday, the following Monday shall be observed; when a holiday falls on a Saturday, the preceding Friday shall be observed; except that

- a) If December 24th is on a Saturday or Sunday, the preceding Friday shall be observed.
- b) If December 25th is on a Saturday (December 24th is on Friday), the following Monday shall be observed.

If a holiday falls on a management employee's scheduled day off, his/her administrative leave entitlement shall be credited eight hours. If a holiday falls on Saturday or Sunday and is the management employees' regularly scheduled work day, the employee may opt to observe the holiday that day with approval of the Department Head. If the employee is assigned to work on a holiday Saturday or Sunday, the employee shall be credited 12 hours of administrative leave (one and one-half times an 8 hour day) and paid for hours worked. If a holiday falls on a confidential employee's scheduled day off, compensatory time off shall be granted or, at the option of the employee, compensation at a rate of pay equal to his/her regular rate of pay for the holiday.

6.1(3) Floating Holidays

Each management and confidential employee shall be credited with three floating holidays on January 1st of each year. Management and confidential employees shall be credited with three floating holidays upon hire. Floating holidays must be taken in the calendar year credited or are lost. See Appendix D for policies applicable to fire personnel.

6.2 Vacation

6.2(1) Vacation Eligibility/Allowance

Management and confidential employees shall accrue vacation with pay in accordance with the following schedule:

<u>Years of Service</u>	<u>Monthly Accrual Rate</u>	<u>Per Pay Period</u>
First through fourth	6.667 hours	3.08
Fifth through ninth	10.000 hours	4.62
Tenth through fourteenth	13.334 hours	6.16
Fifteenth	14.000 hours	6.47
Sixteenth	14.667 hours	6.77
Seventeenth	15.334 hours	7.08
Eighteenth	16.000 hours	7.39
Nineteenth and above	16.667 hours	7.70

The maximum monthly accrual rate shall be 16.667 hours. See Appendix D for policies applicable to fire personnel.

6.2(2) Vacation Leave Deficits and Accumulation

Management employees are encouraged to take two weeks of accrued vacation annually. If the circumstances are such that a manager is unable to take any additional accrued annual vacation, said additional unused vacation hours may be carried over to successive years.

The maximum vacation hours confidential employees may accumulate by his/her anniversary date shall not exceed twice his/her annual vacation entitlement. If employment circumstances are such that an employee is not permitted to take all, or a portion of, his/her vacation, the employee may carry over said unused vacation to the next year with the approval of the Department Head and City Manager.

6.2(3) Vacation Schedule/Usage

- A. The scheduled use of vacation shall be approved in advance by the employee's supervisor.
- B. Except for confidential employees, vacation leaves of less than the employee's regular workday shall not be deducted from the employee's accrued vacation leave balance.
- C. Management and confidential employees may not use accumulated leave to

end service prior to retirement or separation from the City, unless authorized by the City Manager.

6.3 Sick Leave

6.3(1) Sick Leave Accrual

- A. Management and confidential employees shall earn sick leave at the rate of eight hours for each month of service to a maximum accumulation of 1,440 hours of sick leave. Hours accumulated in excess of 1,440 are applied toward additional years of service under the current PERS "Credit for Unused Sick Leave", Government Code, Section 20965. Hours accumulated in excess of 1,440 will not be credited as paid time off until such time as the accumulated sick leave balance falls under the 1,440 hour threshold.

See Appendix D for policies applicable to fire personnel.

- B. An employee on leave of absence with pay in lieu of temporary disability payments pursuant to Section 4850 of the Labor Code shall accumulate sick leave during said leave of absence, in accordance with the provisions of that section.

6.3(2) Sick Leave Usage

- A. Management and confidential employees shall be eligible for sick leave with pay. Sick leave shall not be considered a right, which an employee may use at his/her discretion, but shall be allowed only as follows:
1. In cases of necessity and actual sickness or disability;
 2. For medical and dental appointments, at the discretion of the employee's supervisor;
 3. For at least 40 hours of sick leave per calendar year in which the employee meets the criteria in section A.1 or A.2 above;
 4. For at least 48 hours of sick leave per calendar year in which a member of the employee's immediate family meets the criteria in section A.1 or A.2. For purposes of this section, the immediate family is defined as

spouse, children, parents, brothers, sisters, grandparents, or other individual whose relationship to the employee is that of a dependent. This provision does not apply if the family sickness or disability occurs while the employee is on vacation;

5. For at least 48 hours of sick leave for bereavement because of the death of a member of the employee's immediate family. For purposes of this section, the immediate family shall consist of the spouse, children, parents, brothers, sisters, grandparents, or other individual whose relationship to the employee is that of a dependent.
6. Employees eligible for temporary disability payments may use accumulated sick leave until eligible for short-term disability benefits in order to maintain his/her regular income, or may use accumulated sick leave in-lieu of short-term or long-term disability benefits during the duration of the approved medical leave.

B. Absences for a Regular Work Day or Longer

When an absence is for an employee's regular workday or longer, the employee may be required to file a physician's certificate or a personal affidavit with the Assistant City Manager/Administrative Services Director stating the cause of the absence.

C. Absences of Less Than a Regular Work Day

Except for confidential employees, absences due to illness or disability of less than the employee's regular workday shall not be deducted from the employee's accrued sick leave balance.

6.3(3) Sick Leave Conversion

In lieu of the PERS "Credit for Unused Sick Leave Option" employees may, during their final year of service prior to retirement from the City, convert their unused sick leave to additional years of service in the computation of their Section 5.2 Retiree Medical Benefit. For each hour converted, the employee shall receive one half (1/2) hour of additional service time.

6.4 Administrative Leave

In recognition that management employees are required to work hours beyond their regular hours of work to fulfill their management responsibilities, each management employee, except those assigned to the LPFD, shall be credited with seven days of administrative leave per year. In addition, the City Manager may grant up to three more administrative leave days per year in instances in which a management employee was required to devote substantially more time during the previous year than anticipated to fulfill his/her duties. Management employees may be granted up to three additional administrative leave days (for a total of 10 administrative leave days) only upon the recommendation of the Department Head and approval of the City Manager.

Administrative leave will be credited to each management employee during the first pay period in January of each year or upon hire.

Managers may choose to be paid for one-half of their unused administrative leave on the first pay day in May and for all of their unused administrative leave on the first pay day in November. All managers with unused administrative leave as of December 31st will be paid for said leave during the first pay period in January of the succeeding year.

6.5 Leaves of Absence

6.5(1) Leaves of Absence Without Pay

The City Manager may grant a management or confidential employee a personal leave of absence without pay or seniority for unique personal reasons for a period not to exceed three months. Such leave shall not be granted unless requested in writing. Upon expiration of an approved leave, the employee shall be reinstated to the same or similar position held at the time leave was granted. Failure to report to work upon expiration of leave or within a reasonable time after notice to return to duty shall be cause for discipline up to and including termination. Department Heads may grant full-time management and confidential employees leave of absence without pay for not to exceed one calendar week. Such leaves shall be reported to the Assistant City

Manager/Administrative Services Director.

During said leave, an employee shall not accrue vacation or sick leave benefits or be eligible to be paid for holidays, nor shall such time be considered as service time.

6.5(2) Jury Leave

Management and confidential employees called or required to serve as a juror or whose presence is required in court as a result of being called for jury duty shall be entitled to paid leave from his/her duties with the City during the period of such service. The employee shall be paid the difference between his/her full salary and any payment received, except travel, for such duty.

6.5(3) Military Leave

Military leave shall be granted in accordance with the provisions of federal and state law, and by Counsel Resolution 01-112. All employees entitled to military leave shall give the Department Head and City Manager an opportunity within the limits of military regulations to determine when such leave shall be taken.

6.5(4) Extended Medical Leave

An employee who is temporarily disabled from work due to a medical condition may, upon written request to the Assistant City Manager/Administrative Services Director, be granted by the City Manager a leave of absence without pay for a period not to exceed 12 weeks beyond the exhaustion of any accrued sick and vacation leave except as provided by federal and state medical leave law. Upon a recommendation by the Department Head, the City Manager may extend the leave for up to an additional four weeks. Such request for medical leave will be considered only upon provision of a physician's statement attesting to said disability and in conformance with applicable state and federal leave laws.

During extended medical leave, an employee on an unpaid status shall not accrue vacation or sick leave benefits or be eligible to be paid for holidays, nor shall such time be considered as service time. Any employee returning from medical leave shall be required to provide a physician's release to return to duty. In addition, health benefits

may be discontinued effective the first of the month following the expiration of any protected leave (e.g., FMLA).

6.5(5) Family Leave

Employees shall be eligible for family leave in accordance with the City's *Family Care and Medical Leave Policy*.

Section 7. Retirement

7.1 Membership

All eligible management and confidential employees shall be members of the Public Employees' Retirement System (PERS).

7.2 Retirement Plans

The specific plans provided management and confidential employees are as follows:

- (1) Miscellaneous management and confidential employees shall be provided the PERS 2.7% @ 55 plan to include the following options: 1959 Survivor Benefit to include Section 21382.2 benefits, credit for unused sick leave, highest one year compensation, and military buyback options.
- (2) Public safety management employees shall be provided the PERS 3% @ 50 plan to include the following options: 1959 Survivor Benefit, credit for unused sick leave benefit, highest one year compensation, and military buyback options.

7.3 Payment - Employee's Contribution

The City shall pay the employee's contribution to PERS. In addition, the employee's contribution paid by the City will be reported as special compensation under PERS regulations.

Section 8. Uniforms

The City shall provide up to 100% of the initial purchase price of uniforms subject to approval by the Department Head and City Manager, for new management employees required to wear one. For the classifications of Fire Chief, Deputy Fire Chief, Battalion

Chief, Fire Marshal, Assistant Fire Marshal, CAD Records Manager, and Emergency Preparedness Manager, the City shall provide an annual uniform allowance of \$650.00. For the classifications of Police Lieutenant, Police Captain and Police Chief, the City shall provide an annual uniform allowance of \$950. In the event the uniform allowance paid non-management employees increases, the City Manager will also increase the manager's uniform allowance.

Section 9. Deferred Compensation

The City shall provide a voluntary 457 deferred compensation plan for management and confidential employees and a voluntary IRS 401A plan for management employees.

Section 10. Tuition & Book Reimbursement

Upon approval of the Department Head and City Manager, management and confidential employees shall be reimbursed tuition expenses for job-related courses successfully completed from accredited colleges or universities.

The maximum amount of tuition reimbursement per year shall equal the total tuition levied by California State East Bay University for the academic year beginning in the fall of each year.

Management and confidential employees may be reimbursed for books required for college/university courses approved by the City Manager and successfully completed with a grade of "C" or better. The maximum reimbursement for books an employee may receive shall not exceed \$300.00 per fiscal year. To be reimbursed, the employee must submit a receipt from the college or university for the book purchase and proof of grades received.

Section 11. Education Incentive Pay

Upon reaching the mid-point of their salary grade, regular confidential employees shall be eligible for educational incentive pay for educational degrees from accredited colleges or universities. The degree must be beyond that required by the employee's classification. The amount of said pay shall be as follows:

2-1/2 %	AA degree
5 %	BS/BA degree

Section 12. Automobiles and Automobile Allowances

12.1 Automobiles

The Police Chief and Fire Chief may be provided a vehicle for both business and limited personal use as defined by the City Manager. Managers receiving a car allowance should provide proof of insurance showing liability coverage of at least \$100,000 per person, \$300,000 per incident to the Assistant City Manager on an annual basis.

12.2 Automobile Allowance

The purpose of the automobile allowance is to compensate managers for using their personal vehicles on a regular basis for business needs. The allowance is intended to cover all expenses associated with vehicle use including, but not limited to fuel, insurance (and any associated claims), maintenance and repairs.

Managers in the following classifications are not eligible for mileage compensation or the City's ride share reimbursement unless they are the driver in a car pool, making their personal vehicle available for daily business needs. The following classifications shall receive a monthly vehicle allowance of \$200.00 as compensation for providing and using their personal vehicles for city business:

Assistant City Attorney

Assistant City Manager¹

Assistant Director, Community Development/City Engineer

Assistant Director of Operations Services

Assistant to the City Manager

Chief Building Official

City Clerk

¹ One Assistant City Manager was grandfathered with the provisions of a vehicle until car needs to be replaced.

Community Services Manager
Deputy Director, Community Development/Traffic Engineer
Director of Economic Development
Director of Finance
Director of Library Services
Director of Parks and Community Services
Director of Community Development
Director of Operations Services
Fiscal Officer
Human Resources Manager
Information Technology Manager
Parks Superintendent
Principal Planner
Utility Planning Manager
Utilities Superintendent

Section 13. Miscellaneous

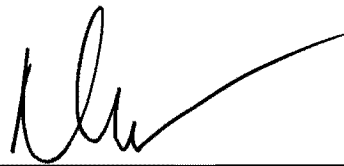
13.1 Physical Examination/Wellness Program

The City shall reimburse management employees for the cost of an annual physical examination. The amount of the reimbursement shall not exceed \$375.00 per year.

13.2 Part-Time Employees

Management and confidential employees employed on at least a regular one-half time basis shall receive prorated benefits as determined by the City Manager.

Distribution approved: _____



Nelson Fialho, City Manager

Distribution date: December 2009

Appendix A

Management Control Points²

<u># of FTE Positions</u>	<u>Classification</u>	<u>Control Point</u>
0	Director of Public Works	14,412
1	Police Chief	14,700
1	Fire Chief	14,412
1	Director of Community Development	13,948
2	Assistant City Manager	13,386
0	Deputy City Manager	13,386
0	Director of Administrative Services	13,386
1	Director of Finance	13,386
1	Director of Economic Development	13,299
1	Director of Library Services	13,299
1	Director of Parks & Community Services	13,299
1	Director of Operations Services	13,299
2	Police Captain	12,741
1	Deputy Fire Chief	12,403
1	Fiscal Officer (Limited Term)	12,188
2	Assistant City Attorney	12,128
1	Asst Director Community Development/City Engineer	12,128
0	Assistant Director Public Works/Operations	12,128
1	Chief Building Official	11,939
0	Director of Human Resources	11,766
0	Director of Inspection Services	11,766
1	Deputy Director Cmnty Development/Traffic Engineer	11,566
1	City Clerk	11,249
1	Fire Marshal	10,882
1	Assistant Director of Operations Services	10,882
4	Battalion Chief	10,764
1	Utility Planning Manager	10,747
6	Police Lieutenant	11,080
1	Information Technology Manager	10,845
0	Economic Development Manager	10,520

² Control points current as of September 2009

1	Human Resources Manager	10,520
0	Fire Division Chief	10,407
2	Principal Planner	10,357
1	Financial Services Manager/Accounting	10,172
1	Financial Services Manager/Treasury	10,172
1	Senior Civil Engineer	10,172
1	Employee Services Manager	10,172
1	Senior Transportation Engineer	10,056
1	Utilities Superintendent	9,943
1	Parks Superintendent	9,894
0	Support Services Superintendent	9,894
1	Assistant to the City Manager	9,550
0	Fire Administration Manager	9,550
1	Development Services Manager	9,484
0	EMS – Disaster Preparedness Manager	9,461
1	Assistant Fire Marshal	9,443
1	Construction Services Manager	9,407
0	Library Services Manager	9,271
0	Street Superintendent	8,913
0	Deputy City Attorney	8,883
3	Community Services Manager	8,577
1	Emergency Preparedness Manager	8,577
2	Administrative Librarian	8,577
1	Community Relations Mgr/Public Information Officer	8,174
1	Accounting Manager	8,173
0.5	Economic Development Specialist	8,173
2	Management Analyst	8,173
0	Revenue Manager	8,173
1	Senior Financial Analyst	8,173
1	CAD-Records Manager	7,975
1	Police Support Services Manager	7,741
0	Human Resources Analyst I	7,090

Appendix B
Confidential Control Points³

<u>No. of Positions</u>	<u>Classification</u>	<u>Control Point</u>
1	Executive Assistant	6,615
0	Office Manager/Human Resources Coordinator	6,306
1	Benefits Specialist	6,306
1	Deputy City Clerk	5,909
1	Human Resources Coordinator	5,695
1	Payroll Coordinator	5,695
2	Administrative Assistant	5,502
.5	Senior Office Assistant	4,737
0	Office Assistant	4,263

³ Control points current as of September 2009

Appendix C

Management and Confidential Base Salary Plan

- I. **Introduction:** The following is a description of the basic tenets of the City's performance pay plan for management and confidential employees.
- II. **Salary Grades:** Salary grades with a 50% dollar range from the minimum of the grade to the maximum of the grade shall be established. Each management and confidential position shall be assigned to a salary grade.
- III. **Control Point:** For each salary grade a control point shall be established. The control point represents the value of each position assigned to the salary grade at the fully competent level.
- IV. **Performance Zones:** Each salary grade shall be divided into four performance zones as follows:
 - Zone One** (80% through 95% of control point): This portion of the grade is typically considered to be that into which a new employee is hired. However, where circumstances warrant, employees may be hired up to the control point.
 - Zone Two** (96% through 104% of the control point): This is the portion of the salary grade to which an employee may normally expect to progress. Most employees will achieve and maintain a salary within this portion of the range.
 - Zone Three** (105% through 111% of the control point): Only those employees whose performance, over time, exceeds expectations will achieve and maintain a salary that falls within this portion of the range.
 - Zone Four** (112% through 120% of the control point): Only those employees whose performance, over time, far exceeds expectations will achieve and maintain a salary that falls within this portion of the range.

- V. **Compa-Ratio**: As part of the administration of the pay plan, a compa-ratio shall be computed for each management employee. The compa-ratio represents the relationship of each manager's and confidential employee's current salary to the control point of his/her salary grade. The compa-ratio is calculated by dividing the employee's current salary by the control point of his/her salary grade.
- VI. **Annual Salary Grade Adjustment**: Salary grades normally will be adjusted annually during the budget process, taking into consideration market and other influences such as increases granted managers among agencies within the City's survey area, increases granted the City's represented employees, internal relationships between supervisory positions and across departments, etc. The salary grade adjustment will not usually result in any adjustment to an individual manager's or confidential employee's salary unless a reclassification or job change results.
- VII. **Salary Range Differentials**: When setting salary range control points, the plan shall seek to maintain a 15% differential between the 104th percentile of each middle management classification's salary range and the 104th percentile of the corresponding senior management classification's salary range. The plan shall also seek to maintain a 15% differential between the 104th percentile of each middle management classification's salary range and E step of the highest compensated represented classification a middle-management classification supervises. The following are exceptions to the 15% standard: between Battalion Chief and Fire Captain the differential is 20%; between Police Lieutenant and Police Sergeant the differential is 20%; and between Senior Public Works Inspector and Lead Public Works Inspector the differential is 9%.
- VIII. **Merit Increase Pool**: Each year based upon the recommendation of the City Manager and as approved by the City Council, there shall be established a merit increase pool. The merit increase pool is a percentage of total base management salaries from which management and confidential employee salary increases are distributed.
- IX. **Merit Increase Guide**: Merit salary increases may be considered on an annual basis

and distributed by the City Manager based upon the recommendation of the supervisor and the following general guidelines:

- Increase amounts should differ significantly as performance levels increase.
- Managers and confidential employees in the lower performance zones of the salary grade (below the control point) may receive larger percentage increases than those in higher performance zones (above the control point) if based upon performance.
- No salary increase shall be awarded in instances where a performance rating is "Does Not Meet Expectations".

The aggregate of all merit increases distributed will generally equal the merit increase pool percentage.

X. Individual Merit Increase: In the month of September each year, managers will be eligible for individual salary adjustments. Newly appointed management or confidential employees are eligible for a merit increase on his/her one year anniversary date and on each September thereafter. Said increases shall be made based solely upon performance and in accordance with the merit increase guide. No salary increase shall be made unless a performance appraisal has been made of the employee.

XI. Performance Management Plan: The performance pay plan is intended to follow the following time schedule:

<u>Timing</u>	<u>Activities</u>
August	Performance Evaluation & Planning
	➤ rate incumbent
	➤ obtain approvals
	➤ performance evaluation interview
	➤ discussion of next year's objectives
	➤ develop performance plan

- performance pay increases calculated and approved by City Manager
- September Performance Pay Increase**
 - performance pay increases communicated and implemented
- January/February Midyear Reviews**
 - modify objectives where necessary
 - manager/incumbent discussion of job expectations
- February/March Salary Structure Review**
 - existing salary ranges/structure examined vis-à-vis employment market and internal relationships for possible salary structure adjustments and incorporation into the following year's budget.
- July Salary Structure Adjustment**
 - salary structure considered for adjustment and adoption during budget process to reflect market and internal relationships
 - merit increase pool approved
- August Repeat Performance Evaluation & Planning**

Appendix D

Fire Department Management

Section 4. Special Compensation

Holiday In-Lieu Pay

Fire Battalion Chiefs assigned to a shift work schedule are eligible to receive holiday in-lieu pay at the rate of 7 1/2% of the base salary as special compensation as defined by PERS. Such compensation shall be paid in two installments. Such payments are to be made annually on the first payday after December 1 and the first payday after June 1.

Shift Differential Pay

Battalion Chiefs assigned to a work shift work schedule shall be compensated in the amount equal to 7.5% of the Battalion Chief control point listed in Appendix A. Deputy Chiefs assigned to a 40 hour work week schedule shall be compensated in the amount equal to 2% of the Deputy Chief control point listed in Appendix A. Shift differential pay shall be paid biweekly.

Training Premium Pay

Battalion Chiefs assigned to a 40 hour work week and train employees shall be compensated in the amount equal to 15% of the Battalion Chief control point listed in Appendix A and are eligible to observe annual holidays as listed in Section 6 of the Management Compensation Plan.

Acting Pay

A management employee assigned to perform the duties of a higher position classification as determined by the Fire Chief or City Manager for at least 30 days will receive at least 5% acting pay retroactively for all days so served. [In the event a non-manager serves as an acting manager, the non-manager will be temporarily appointed to the appropriate management classification. In no event shall an acting manager's salary be set above the control point of the higher classification. For temporary management appointments lasting more than 30 days, the employee shall also be entitled to administrative leave prorated for the time assigned to the higher classification.

Reimbursable Incidents & Training

A Battalion Chief or Acting Battalion Chief who is either assigned to a reimbursable incident/training or is providing coverage for someone that has been assigned to a reimbursable incident/training shall be compensated at one and one-half (1 ½) times the employee's 24-hour rate of pay in 15-minute increments.

Section 6. Leaves

Floating Holiday

The provisions of Section 6.1(3) of this Plan shall apply to Fire managers assigned to a 40-hour work schedule.

Vacation

Eligible fire management personnel assigned to a shift work schedule shall accrue vacation with pay in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Monthly Accrual Rate</u>
First through fourth year	12 hours
Fifth through eleventh	16 hours
Twelve through fourteenth	20 hours
Fifteenth through sixteenth	22 hours
Seventeenth year or more	24 hours

Eligible fire management personnel assigned a 40 hour workweek shall accrue vacation with pay in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Monthly Accrual Rate</u>
First through fourth year	8.57 hours
Fifth through eleventh	11.43 hours
Twelve through fourteenth	14.29 hours
Fifteenth through sixteenth	15.71 hours
Seventeenth year or more	17.41 hours

Administrative Leave

In recognition that management employees are required to work hours beyond their regular hours of work to fulfill their management responsibilities, each employee in the classification of Fire Chief, Deputy Fire Chief, Battalion Chief, and Fire Marshal shall be credited with up to 80 hours of administrative leave per year.

The Assistant Fire Marshal, CAD Records Manager, Emergency Preparedness Manager and Management Analyst will receive 56 hours of administrative leave per year. The Fire Chief shall annually recommend and the City Manager shall approve the amounts per individual.

Sick Leave Accrual

Each 40-hour management employee shall earn sick leave at the rate of eight hours for each month of service to a maximum accumulation of 2,080 hours of sick leave. Hours accumulated in excess of 2,080 are applied toward additional years of service under the current PERS "Credit for Unused Sick Leave", Government Code, Section 20965. Hours accumulated in excess of 2,080 will not be credited as paid time off until such time as the accumulated sick leave balance falls under the 2,080 hour threshold.

Each shift work schedule management employee shall earn sick leave at a rate of 11.2 hours for each month of service to a maximum accumulation of 2,912 hours of sick leave for purposes of retirement credit. Management employees may accumulate an unlimited number of sick leave hours, except that, hours accumulated in excess of 2,912 will be used only to apply two additional years of service under the current PERS "Credit for Unused Sick Leave", Government Code, Section 20965. Hours used in excess of 2,912 for shift work schedule managers cannot be used for paid time off.

Appendix E

Program Guidelines for Issuance of Information Technology Equipment

The City of Pleasanton recognizes that department heads and middle managers are involved with projects that may create the need for work to be completed off-site and outside of normal working hours. To address this situation, the City may provide the information technology equipment needed to complete those projects. The technology will generally be provided through the use of notebook computers that are assigned to individual departments and/or through the assignment of information technology equipment that may be located in an individual's home. The uses of this equipment shall be consistent with this program.

Notebook Computers

As part of the City's information technology equipment inventory, notebook computers are assigned to individual departments. The number of notebooks available shall be determined as part of the annual budget review as approved by the City Manager. Departments are responsible for developing a sign-out procedure that assures the equipment is properly accounted for. Employees shall not install any application software or hardware in notebooks without prior approval of the Information Technology Manager. To assure proper operation of the equipment, any maintenance/performance issues should be brought to the attention of the Information Technology Division as promptly as possible.

In addition to notebooks assigned to individual departments, upon recommendation of a City department head, the City Manager may approve the purchase of notebook computers to be assigned to individual employees. Use of these machines shall be consistent with the guidelines for stationary information technology equipment listed below.

Stationary Information Technology Equipment

City-provided information technology equipment for installation in an employee's home may include personal computers, printers, FAX machines, computer software and Internet access through the City's existing Internet equipment. The program does not include hardware upgrades to information technology equipment owned by department heads and/or middle managers. All equipment assigned under this program shall be purchased by the City and shall be approved by the City Manager upon recommendation of the City department head.

The City will not reimburse employees for purchases of information technology equipment.

All equipment provided by the City shall remain City property and must be returned upon request or upon an employee's termination of employment. The City will maintain equipment provided under this program, but employees are responsible for transporting equipment to and from City Hall for maintenance.

Equipment provided in accordance with the program is intended primarily for use on work-related assignments and its continued usage is subject to review and approval by the City Manager. However, occasional personal usage is permissible provided it conforms with City policy related to Internet access, e-mail and other information technology matters and provided it does not involve modifying City hardware or create maintenance demands. The City will not provide support for personal usage. The City does not assume liability for the effects of any employee-provided software installed on City-owned equipment.

Appendix F

Administration of the Bonus Program

Bonus Program Process

The City Manager may award a bonus in recognition of a management or confidential employee's specific accomplishments demonstrating exceptional and significant leadership or management related to:

- Completing a significant community or organization project or program;
- Completing a major organizational change resulting in significant cost savings; or
- Completing a significant improvement to customer service benefiting the community or the organization.

To be granted a bonus the employee's efforts must be beyond the high expectations of the management staff and be for a project or program that was substantially completed during the past year.

In September of each year, management and confidential employees will be given an opportunity to submit a *Bonus Consideration Form* to the City Manager detailing a specific work effort involving themselves or other employees to be considered for a bonus. The *Bonus Consideration Form* may be related to any work effort a confidential or management employee considers to be consistent with the guidelines as noted above. Notwithstanding the information submitted on the *Bonus Consideration Form*, the City Manager may independently consider specific work efforts.

The City Manager will review all bonus consideration forms and other specific work efforts and make a determination regarding those that meet the guidelines noted above. For projects or programs involving a work effort from a middle management or confidential employee, the City Manager may require a department head to review the *Bonus Consideration Form*.

The City Manager will determine the amount of a bonus granted to an employee and notify the employee of that determination. The City Manager will also notify each employee who submitted a *Bonus Consideration Form* of the outcome of the review.

The City Manager may amend program guidelines as necessary on an annual basis.

Appendix G

CITY OF PLEASANTON MANAGEMENT/CONFIDENTIAL RETIREE MEDICAL HISTORY

HIRED PRIOR TO JANUARY 1, 2009				HIRED AFTER JANUARY 1, 2009			
CRITERIA	Retire on or after 9/1/98 but prior to 7/1/09	Retire on or after 7/1/09	New Vesting Schedule	Retire on or after 9/1/98 but prior to 7/1/09	Retire on or after 7/1/09	New Vesting Schedule	New Vesting Schedule
ELIGIBILITY	Retire from PERS at time of termination from City	Retire from PERS at time of termination from City	Retire from PERS at time of termination from City	Retire from PERS at time of termination from City	Retire from PERS at time of termination from City	Retire from PERS at time of termination from City	Retire from PERS at time of termination from City
PLAN DESIGN	Tied to Kaiser 2-party early retiree plan - no changes to co-payments or plan design	Tied to 2-party rate of lowest cost HMO health plan with increased co-payments and plan design changes	Tied to single rate of lowest cost HMO health plan with increased co-payments and plan design changes	Tied to Kaiser 2-party early retiree plan - no changes to co-payments or plan design	Tied to 2-party rate of lowest cost HMO health plan with increased co-payments and plan design changes	Tied to single rate of lowest cost HMO health plan with increased co-payments and plan design changes	Tied to single rate of lowest cost HMO health plan with increased co-payments and plan design changes
PERCENTAGE ALLOTMENT	Service retirement City pays 4% of the Kaiser two-party rate, for each year of service completed Accelerates as follows: 10 yrs. = 75% 15 yrs. = 80% 20 yrs. = 90% 25 yrs. = 100%	Service retirement City pays 4% of lowest cost HMO, 2-party rate, for each year of service completed Accelerates as follows: 10 yrs. = 75% 15 yrs. = 80% 20 yrs. = 90% 25 yrs. = 100%	Service retirement City pays 4% of lowest cost HMO, single rate, for each year of service completed. Accelerates as follows: 10 yrs. = 75% 15 yrs. = 80% 20 yrs. = 90% 25 yrs. = 100% Terminates at age 65	Service retirement City pays 4% of the Kaiser two-party rate, for each year of service completed Accelerates as follows: 10 yrs. = 75% 15 yrs. = 80% 20 yrs. = 90% 25 yrs. = 100%	Service retirement City pays 4% of lowest cost HMO, 2-party rate, for each year of service completed Accelerates as follows: 10 yrs. = 75% 15 yrs. = 80% 20 yrs. = 90% 25 yrs. = 100%	Service retirement City pays 4% of lowest cost HMO, single rate, for each year of service completed. Accelerates as follows: 10 yrs. = 75% 15 yrs. = 80% 20 yrs. = 90% 25 yrs. = 100% Terminates at age 65	Service retirement City pays 4% of lowest cost HMO, single rate, for each year of service completed. Accelerates as follows: 10 yrs. = 75% 15 yrs. = 80% 20 yrs. = 90% 25 yrs. = 100% Terminates at age 65
CREDIT FOR YEARS OF SERVICE WITH PRIOR CALPERS MUNICIPAL AGENCIES	Eligible to count prior years after five years of service with City of Pleasanton	Eligible to count prior years after five years of service with City of Pleasanton	Eligible to count prior years after five years of service with City of Pleasanton at sole discretion of City Manager at time of hire	Eligible to count prior years after five years of service with City of Pleasanton	Eligible to count prior years after five years of service with City of Pleasanton	Eligible to count prior years after five years of service with City of Pleasanton at sole discretion of City Manager at time of hire	Eligible to count prior years after five years of service with City of Pleasanton at sole discretion of City Manager at time of hire
CITY CAP ON PREMIUM INCREASES	None	Effective 7/1/2010 City will pay any increase in medical plan premiums up to max of 15%	Effective 7/1/2010 City will pay any increase in medical plan premiums up to max of 15%	None	Effective 7/1/2010 City will pay any increase in medical plan premiums up to max of 15%	Effective 7/1/2010 City will pay any increase in medical plan premiums up to max of 15%	Effective 7/1/2010 City will pay any increase in medical plan premiums up to max of 15%
MEDICARE ELIGIBILITY	Retirees eligible for Parts A&B of Medicare must apply for benefits to remain on City group health Plans. City is not obligated to contribute a monthly amount in excess of the monthly premium for Kaiser supplement to Medicare	Retirees eligible for Parts A&B of Medicare must apply for benefits to remain on City group health Plans. City is not obligated to contribute a monthly amount in excess of the monthly premium for lowest cost HMO Medicare plan - 2-party rate	None - retiree medical benefits terminate at age 65.	Retirees eligible for Parts A&B of Medicare must apply for benefits to remain on City group health Plans. City is not obligated to contribute a monthly amount in excess of the monthly premium for Kaiser supplement to Medicare	Retirees eligible for Parts A&B of Medicare must apply for benefits to remain on City group health Plans. City is not obligated to contribute a monthly amount in excess of the monthly premium for lowest cost HMO Medicare plan - 2-party rate	None - retiree medical benefits terminate at age 65.	None - retiree medical benefits terminate at age 65.
DISABILITY RETIREMENT	Years of service: 10 = 10% 11 = 25% 12 = 30% 13 = 35% 14 = 40% 15 = 45% 16 = 48% 17 = 51% 18 = 54% 19 = 57% 20 = 80% 21 = 84% 22 = 88% 23 = 92% 24 = 96% 25+ = 100% Plan designs remain the same as service retirement/Medicare	Years of service: 10 = 10% 11 = 25% 12 = 30% 13 = 35% 14 = 40% 15 = 45% 16 = 48% 17 = 51% 18 = 54% 19 = 57% 20 = 80% 21 = 84% 22 = 88% 23 = 92% 24 = 96% 25+ = 100% Plan designs remain the same as service retirement/Medicare	Years of service: 10 = 10% 11 = 25% 12 = 30% 13 = 35% 14 = 40% 15 = 45% 16 = 48% 17 = 51% 18 = 54% 19 = 57% 20 = 80% 21 = 84% 22 = 88% 23 = 92% 24 = 96% 25+ = 100% Plan design remains the same as service retirement and terminates at age 65.	Years of service: 10 = 10% 11 = 25% 12 = 30% 13 = 35% 14 = 40% 15 = 45% 16 = 48% 17 = 51% 18 = 54% 19 = 57% 20 = 80% 21 = 84% 22 = 88% 23 = 92% 24 = 96% 25+ = 100% Plan designs remain the same as service retirement/Medicare	Years of service: 10 = 10% 11 = 25% 12 = 30% 13 = 35% 14 = 40% 15 = 45% 16 = 48% 17 = 51% 18 = 54% 19 = 57% 20 = 80% 21 = 84% 22 = 88% 23 = 92% 24 = 96% 25+ = 100% Plan designs remain the same as service retirement/Medicare	Years of service: 10 = 10% 11 = 25% 12 = 30% 13 = 35% 14 = 40% 15 = 45% 16 = 48% 17 = 51% 18 = 54% 19 = 57% 20 = 80% 21 = 84% 22 = 88% 23 = 92% 24 = 96% 25+ = 100% Plan design remains the same as service retirement and terminates at age 65.	Years of service: 10 = 10% 11 = 25% 12 = 30% 13 = 35% 14 = 40% 15 = 45% 16 = 48% 17 = 51% 18 = 54% 19 = 57% 20 = 80% 21 = 84% 22 = 88% 23 = 92% 24 = 96% 25+ = 100% Plan design remains the same as service retirement and terminates at age 65.